



# CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS  
8 FOURTH STREET EAST, SUITE 200  
ST. PAUL, MINNESOTA 55101-1024

## SIGN PERMIT APPLICATION

Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

| PROJECT ADDRESS  | Number | Street Name  | St. Ave. Blvd. Etc.  | N S E W                                | Suite/Apt | Building Name   | Date |
|--|--------|--|--|--|-----------|---|------|
| <b>Sign Contractor</b><br>(Include Contact Person)   |        |  | Address<br>City<br>State, Zip+4<br>(Permit will be mailed to Contractor's Address) |  |           | Phone   |      |
| <b>Business / Owner</b><br>(Include Contact Person)  |        |  | Address<br>City<br>State, Zip+4  |  |           | Phone   |      |
| <b>Type of Sign</b><br>Business <input type="checkbox"/> Off-premise Advertising - (Include City Ref #) <input type="checkbox"/> # _____   |        | <b>Type of Work</b><br>New <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Demo <input type="checkbox"/> |  | Est. Start Date                        |           | Est. Finish Date  |      |
|  |        |  |  |  |           | Est. Project Value  |      |
| <b>Notice: A Site Plan and a Drawing of each sign must accompany this permit application.</b>  |        |  |  |  |           |   |      |
| Place X or check mark in square next to sign type. Enter number of signs of selected type, width & length in feet & inches, and total square feet of sign. Use additional columns for signs of different sizes or list in the <b>Description of Project</b> box. |        |  |  |  |           |   |      |
| Wall   |        | Wall   |  | Wall                                   |           | Wall  |      |
| Projecting   |        | Projecting   |  | Projecting                             |           | Projecting  |      |
| Free Standing  |        | Free Standing  |  | Free Standing                          |           | Free Standing   |      |
| Roof   |        | Roof   |  | Roof                                   |           | Roof  |      |
| Quantity   |        | Quantity   |  | Quantity                               |           | Quantity  |      |
| Width  |        | Width  |  | Width                                  |           | Width   |      |
| Length   |        | Length   |  | Length                                 |           | Length  |      |
| Sq. Feet   |        | Sq. Feet   |  | Sq. Feet                               |           | Sq. Feet  |      |
| Is an Awning included in this permit? <input type="checkbox"/>   |        | Projection away from Building (ft/in) <input type="checkbox"/>   |  | Structure Size: Height Length (Awning) |           | Total signage on property After work is completed   |      |
| A separate electrical permit is REQUIRED for any illuminated or electrical sign. State electrical contractor performing work:  |        |  |  |  |           |   |      |
| <b>Copy to Read / Description of Project :</b>   |        |  |  |  |           | <b>SUMMARY OF FEES</b>  |      |
| <b>PORTABLE SIGNS</b> <input type="checkbox"/>   |        |  |  |  |           | <b>Sign Permit Fee</b> \$   |      |
| <b>How Many ?</b>  |        |  |  |  |           | <b>Special Sign District Fee</b> \$   |      |
| <b>Total Square Feet</b>   |        |  |  |  |           | <b>State Surcharge</b> \$   |      |
| <b>Sign Dimensions</b> <u>Width</u> <u>Length</u> <u>Height</u>  |        |  |  |  |           | <b>Total Permit Fee</b> \$  |      |
| Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.   |        |  |  |  |           | Would you like your permit faxed to you? If Yes, Enter your fax # with area code below :<br>( ) - |      |
| Applicant's Signature: _____ Date: _____   |        |  |  |  |           |   |      |
| <b>OFFICE USE ONLY</b>   |        |  |  |  |           |   |      |
| <b>PERMIT #</b> →  |        |  |  |  |           |   |      |
| <b>Zoning Remarks :</b>  |        |  |  |  |           | <b>Zoning District :</b>  |      |
| <b>Structural / Plan Review Remarks:</b>   |        |  |  |  |           | <b>PIN</b>  |      |
|  |        |  |  |  |           | <b>Allowable Signage:</b>   |      |
|  |        |  |  |  |           | <b>Review By</b>  |      |
|  |        |  |  |  |           | <b>Date</b>   |      |
| <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa  |        |  |  |  |           | <b>Expiration Month /Year →</b>   |      |
| <b>Enter Account Number → → →</b>  |        |  |  |  |           |   |      |

If you are paying for your permit by *American Express, Discover, MasterCard* or *Visa*, you may fax your application.  
The credit card information section must be filled in and signed.  
Our FAX number is 651-266-9124.

If paying by check, please mail the application and the check to us. Make checks payable to: City of St Paul

Signature of Cardholder :

## INSTRUCTIONS FOR SIGN PERMITS

Effective 01/04/2006

### OTHER REQUIREMENTS

A site plan drawing must be submitted with each application stating the following information  
(some special sign districts require scaled drawings):

1. All lot dimensions, including street frontage(s). Corner lots must be indicated.
2. Location of structure(s).
3. Street and alley locations.
4. Include the type, size, height, and location of the proposed sign(s), and a rendering of the sign(s) showing their copy and dimensions.
5. If sign projects over public property, indicate its height, ground clearance, and amount of projection into the public right-of-way.
6. Freestanding and Roof Signs larger than 50 square feet require structural plans.
7. Modifications made to buildings to accommodate a sign installation require a separate building permit.
8. For any work involving Nonconforming Signs (excluding demolition work), include a certified survey stating the location, size, and height of the existing and proposed repaired or replacement sign.
9. For Wall Signs, include a picture or detailed rendering of the building showing where the sign will be located.
10. For Advertising Signs, include a signed lease agreement.
11. For Portable Signs, include the name and address of the company the sign is being rented from.

### FEES:

**Type I – Wall and Projecting Signs:** \$2.60 for each square foot with a minimum fee of \$70.00

**Type II- Roof and Freestanding Signs:** \$2.70 for each square foot with a minimum fee of \$75.00

**Type III- Temporary and Portable Signs:** \$52.00

**Type IV – Awnings with signage:** \$2.10 per linear foot with a minimum fee of \$58.00

**Type V – Demolition of Signs:** \$70.00

**Type VI – Repair Existing Signs:** 25% of the fee for a new or replacement sign, with a minimum fee of \$70.00

**Type VII – Marquee over public property:** \$138.00

### SURCHARGES:

**Special Sign District Fee:**

\$25.00

**State Surcharge:**

50 cents per permit application w/fee up to \$1,000.00, .0005 of fee in excess of \$1,000.00 (applicable only to signs attached to buildings and is per application not per sign)

Any sign which projects beyond 15" into a public right-of-way requires a certificate of insurance.  
Call 651-266-9080 for information.

\*\*FOR INFORMATION ON SIGN PERMITS CONTACT ZONING AT 651-266-9080\*\*

#### APPROVAL AREA {For Office Use Only}

| OFFICE                                 | REQUIRED | APPROVAL NUMBER | DATE/REMARKS/INITIALS |
|--|----------|-----------------|-----------------------|
| Heritage Preservation Commission (HPC) |          |                 |                       |
| Special Sign District                  |          |                 |                       |

**\*\*Inspectors are in the office for inspection requests between 7:30 AM – 9:00 AM, Monday – Friday\*\***  
Inspectors' Phone Number is 651-266-9002  
To Contact Zoning, Call 651-266-9080

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